

**Ludington Area School District  
CUSTODIAL SERVICES PROPOSAL  
REQUEST FOR BID DOCUMENT**

**Ludington Area School District  
809 E. Tinkham Avenue  
Ludington, MI 49431  
Contact: Tyrone Collins  
Director of Operations  
tcollins@lasd.net**

**Bid Release: April 30, 2024**

**Questions Due (via e-mail): May 9, 2024, 3:00 P.M.**

**Walk Through: can be requested email: tcollins@lasd.net**

**Bid Due: May 15, 2024 at 12:00 P.M.**

## **PROPOSAL REQUIREMENTS**

Proposals must demonstrate an understanding of the scope of work and the ability to accomplish the tasks set forth and must include information that will enable the District to determine the Bidder's overall qualifications. Each proposal shall also include any other information that the bidder feels is significant in making an informed decision relative to the proposal.

Any exceptions to the specifications or any other special considerations or conditions requested or required by the bidder shall be enumerated by the bidder and submitted as part of its proposal, together with an explanation as to the reason the specifications cannot be met. Each bidder shall be required and expected to meet the specifications in their entirety, except to the extent exceptions are expressly noted in its proposal.

Each bidder shall submit a proposal for a three (3) year contract term with an option for two (2), one (1) year renewals. Each proposal shall include an implementation schedule, financial pro forma (and assumptions) for each year of the proposal, labor schedule and the earliest start-up date.

Ten (10) copies of the proposals should be presented in a format that can readily be incorporated into a form of contract between the successful bidder and the District.

The price structure shall be as follows:

- Contractor to provide a non-production manager and all services outlined in this proposal utilizing their own staff with pay and benefit levels determined by contractor.

The proposal must include a description of the general background, experience and qualification of the contractor in college and school or similar custodial service. A list of references with a general description of the type of units (industry, office building, etc.) and the period of time the contractor has served that contract for each must be included. This information shall include the names, titles, addresses, and telephone numbers of individuals who are in a position to evaluate the general quality of the operation at their facilities.

## **CONTRACT AWARD**

Contract award will be based upon a comprehensive review and analysis of the proposals that best meet the needs of the district. The specific evaluation criteria will include the following:

- Past experience in custodial service operations of a similar nature
- Cost to provide service
- New and innovative ideas
- Creativity
- Impressions from an unannounced and/or announced site visit of an existing property observing staff, cleanliness, and service
- Management depth and experience
- Knowledge of the Ludington Area School District

- Training methods and procedures for hourly staff
- Evidence of a “customer service” focus

**PRESENTATIONS:** To assist in the evaluation process, a bidder may be invited for an interview and opportunity to give an oral presentation of their proposal to the District’s Selection Committee.

## **OBJECTIVES**

The District seeks to accomplish the following objectives for its custodial services:

- Develop and establish service levels and operating hours that are responsive to the needs of students, faculty, staff, and guests.
- Develop an innovative and effective custodial program.
- Develop reporting systems that meet the needs and expectations of the District.
- Maximize productivity through strong custodial service operations and training programs.
- Instill flexibility into all aspects of custodial service operations to enhance responsiveness to demand.
- Develop a long-term positive working partnership with the contractor and its employees.

## **STAFFING**

The contractor shall maintain an adequate staff at all times to ensure a high quality custodial service operation, including expert personnel for administration, consulting, and supervision (see Exhibit 3). A qualified supervisor shall be readily available during the time that each custodial service operation is in operation.

The District reserves the right to prior consultation in the contractor’s choice of its managers. No assignment of such personnel shall be made without prior approval from the District.

The contractor shall provide management staff, made known to the District by name, to routinely review and inspect operations, consult with the District on current and future custodial service programs, and to act with full authority on the contractor’s behalf in any and all matters pertaining to the specifications of this contract.

The contractor will make provision for a non-production site manager to be accessible each day. Such management should be clearly identifiable as the individual in charge of the operation and available to give assistance.

All employees of the contractor assigned to jobs at the school, including periodic assignments, must be fingerprinted and subject to criminal history and background checks through the Michigan State Police and Federal Bureau of Investigation as detailed in Public Act 84 of 2006, and as amended BEFORE beginning to work on District property. No contracted employees with a misdemeanor and/or felony conviction will be allowed to work in the District without written approval from the Superintendent.

Custodians shall be permanently assigned to the same facility whenever possible. If a change is made to a permanent assignment during the course of the academic year, the Contractor shall notify the District as soon as possible.

Personnel or agents of the contractor shall observe all school traffic and parking regulations. Drinking of alcoholic beverages or the use of illegal drugs or being under the influence of either on the job by the contractor's employees will not be permitted. The use of tobacco, and the possession or use by any person of alcohol, controlled substances, illegal drugs, firearms, knives, or other weapons are prohibited on school property including all facilities owned, leased or operated by the District as outlined by law.

The Contractor shall develop and implement a pre-employment interview and screening program for all candidates for employment who will be on District property. The program shall be designed to assist in the determination of a candidate's qualifications to work near students. The procedure must be reviewed and approved in advance by the District to ensure compliance with any and all applicable Federal and State laws, rules, ordinances, District policies, and regulations. Included, but not limited to, the screening program shall be tests designed to meet the requirements of the School Safety Initiative Legislation determine the presence of illegal drugs, controlled substances, or alcohol. The Contractor shall conduct random and reasonable suspicion drug and alcohol testing for all safety sensitive employees according to Federal and Michigan law. The Contractor shall have a zero tolerance policy for testing positive to drugs and alcohol and shall immediately remove an employee if they refuse to submit to a drug test, tests positive for illegal drugs, controlled substances or alcohol or violates the law by possessing, selling or consuming illegal drugs, controlled substances or alcohol on District property.

All staff must be at least eighteen (18) years of age, be a legal resident and must be fluent in a conversant with the English language.

The contractor shall have the resources and staff for providing comprehensive training and staff development programs including the management of a diverse workforce for employees at all levels of the organization. Staff will be required to be trained in all areas required by law.

## **MANAGEMENT**

The contractor must provide precise plans for each step in assuming management control and describe its ability to commit the staff personnel and resources required to develop a responsive management structure. A statement of the Contractor's management philosophy should be included.

The proposal shall specify how the management personnel employed to fulfill the contract will operate organizationally. All management positions proposed by the contractor should be listed with areas of responsibility clearly defined.

The proposal should include profiles identifying specific management personnel (Directors, Managers, etc) in your employ that will be assigned to the District's campus. The profiles should describe experience, education,

background, specific professional accomplishments, and any special qualifications. An On-Site Manager is required for this project.

An organizational chart of overall contractor's management, showing special staff personnel, line supervision, and their relationships to school personnel should be included.

The contractor's Director of Operations shall meet monthly with authorized members of the District to effect adjustments in operations and cooperate at all times to maintain maximum efficiency, cleanliness, and good public relations with students, faculty, staff, guests or clients.

The proposal shall include a description of training programs used for all staff including management personnel describing Orientation programs to be used and Training Programs utilized after placement in service.

The contractor must describe the procedures and capacity for replacing local personnel at the management level.

## **HEALTH AND SAFETY**

It shall be the sole responsibility of the contractor to require its employees to abide by all health and safety requirements imposed by law. Further, the contractor and all of its employees shall abide by safety and health regulations set forth by the District.

The contractor shall use a proactive safety program for its employees and operations at the schools, as well as comply with all District safety rules that apply to custodial service operations.

The contractor shall maintain sanitary working areas and shall comply with all federal, state, and local health and sanitation regulations that apply to custodial service operations.

The District reserves the right to inspect all cleaning areas, storage areas, offices and any other space under the contractors control at any time with or without notice.

## **FACILITIES**

The District will provide the contractor with all facilities to efficiently operate the custodial service as proposed, together with heat and utility service (except telephone service). The District will maintain utility service at its best efforts. The District will not be responsible for any losses caused by utility outages. The contractor agrees to keep energy consumption at a minimum and will comply with energy conservation practices and policies in keeping with the District's efforts.

## **EQUIPMENT AND SUPPLIES**

All cleaning equipment is to be provided by the contractor and should be included in the bid.

Consumable products and supplies such as toilet tissue, hand towels, hand soap, can liners, etc. will be provided by the District and supply orders should be communicated by the Contractor's management personnel to the District's Building, Grounds and Operations Supervisor.

## **SCOPE OF WORK**

The premises, equipment, and facilities shall be maintained in a condition satisfactory to the District.

The District shall have the right at all times to determine by inspection that facility cleanliness, sanitation and maintenance are satisfactory and in accordance with specifications.

The contractor is to provide custodial services 5 days/evenings per week, Monday through Friday (250 days per year). The district reserves the right to specify, modify, and/or change starting times if necessary. The district

buildings shall be closed on the following holidays, and the Contractor will not be paid for these days unless expressly requested for service:

Independence Day  
Labor Day  
Thanksgiving Day  
Friday following Thanksgiving  
Christmas Eve  
Christmas Day  
New Year's Eve  
New Year's Day  
Memorial Day

The district schedule is subject to change.

The contractor will schedule all work to be done on a non-interfering basis with the building operation as far as practical.

The requirements in this scope of work include furnishing all labor, equipment, and supervision necessary for a complete custodial service. It shall be understood that in addition to these services, all tasks incidental to cleaning functions not specifically listed, but normally included in general custodial practices will be provided. Cleaning frequencies and Tasks are listed in Exhibit 2. The scope, cleaning tasks, and frequency are the minimum required for the District's custodial services program. Contractors are encouraged to be creative and propose improvements and enhancements for consideration.

## **BUILDING SECURITY**

The contractor is responsible for control of the keys obtained from the District, for the areas provided for the operation of custodial services. The contractor shall be responsible for reimbursing the District for the replacement of lost keys and cost of re-keying and replacement of lock cylinders required as a result of negligence and/or lost keys by its employees.

## **INSURANCE REQUIREMENTS**

Contractor shall purchase and maintain for the life of the Contract, insurance with limits of liability as required by law or as set forth below, whichever is greater.

- Worker's Compensation and Employer's liability at a minimum of \$500,000 or at statutory limits if greater.
- Commercial General Liability made on an Occurrence Form basis which includes at minimum the following types of coverage:

- Contractual liability, advertising and personal injury, products and completed operations, and an installation floater, showing limits of \$1,000,000 per occurrence, and a general aggregate limit of \$2,000,000.
- Comprehensive Automobile Liability, which includes coverage for any auto, hired auto, and non-owned autos with a combined single limit of \$1,000,000.
- Bodily and personal injury of \$500,000 per accident and \$250,000 per person.
- Combined single limit of \$1,000,000.
- The District shall be identified as an additional insured under the coverage. Certificates of insurance shall be on standard format acceptable to the District and shall be filed with the District before commencing the Contract. These certificates shall contain a provision that coverage provided under the policies will not be canceled until at least thirty days prior written notice has been given to the District. The contractor shall require its subcontractors to maintain equivalent coverage.

## **GENERAL TERMS AND CONDITIONS**

**FEDERAL, STATE AND LOCAL LAW COMPLIANCE:** The District shall use its best efforts as reasonably requested by the contractor to assist the contractor in complying with any applicable federal, state or local laws, rules and regulations. The contractor shall, in the exclusive provision of Custodial Service and in the performance of services pursuant to the RFP and Contract, fully comply with all applicable federal, state, or local laws, rules and regulations, and shall hold the District, its officers, employees, agents and assignees harmless from any liability from failure to such compliance. This contract indemnification from contractor to the District shall include contractor representations and warranties that the contract is in compliance with all applicable federal and state law.

**FEDERAL, STATE AND LOCAL LICENSES, PERMITS AND FEES:** Contractor shall give all notices and secure and pay for all licenses, permits and fees required by law for the proper completion of the Contract. Contractor shall comply with all laws, ordinances and codes applicable to the contract, and to policies and procedures promulgated by the District, including but not limited to parking and traffic, no smoking, and safety and security.

**TAXES:** Contractor is responsible for personal property taxes and other applicable taxes related to the services provided under the contract.

**EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS:** The contractor will comply with all laws and all published rules, regulations, reporting requirements, directives and orders of the Michigan Civil Rights Commission relevant to 1976 PA 453, as amended which may be in effect prior to the taking of bids for any individual project. This may include providing information as to the practices, policies, and employment statistics of the contractor and each subcontractor, and will permit access to any books, records and accounts by the District and/or its designee and its agents, for purposes of investigating compliance with this contract and with rules, regulations, and orders of the School and Michigan Civil Rights Commission. A finding by the District or the Michigan Civil Rights Commission that contractor has not complied with the contractual obligations under



this agreement may result in the cancellation of the contract or ineligibility for future contracts with the District. The contractor will include, or incorporate by reference, these provisions in every subcontract or purchase order and will be binding upon each subcontractor. Breach of this covenant may be regarded as a material breach of the contract.

**DISCRIMINATION:** The Contractor will not discriminate against any individual because of race, religion, color, national origin, age, or sex. The contractor will take affirmative action to ensure that applicants for employment and employees during employment are treated without regard to their race, religion, color, national origin, age, or sex. Such action shall include, but not be limited to, employment, upgrading, demotion or transfer; recruitment advertising, solicitations or advertisements for employees; layoff or termination; rates of pay or other forms of compensation; and selection for training and apprenticeship.

**WARRANTY:** All work shall be of good quality and in conformance with the contract documents. Bidders are requested to bid American-made products and/or services whenever available.

**OSHA COMPLIANCE:** All goods or services to be furnished by the contractor shall meet all applicable State and Federal requirements of the Occupational Safety and Health Act. Alleged violations or deviations from said State and Federal requirements pertaining to any goods or services to be furnished by the contractor of the contractor's working conditions or employment practices, must be corrected and penalties levied by OSHA paid by the contractor.

**BUSINESS RELATIONSHIP AFFIDAVIT:** The contractor certifies that no elected or appointed official or employee of the District has benefited or will benefit financially or materially from any consideration of its proposal, the selection of the contractor, or the contract.

**REPAIRS TO PROPERTY DAMAGE:** Any damage to District properties caused by the contractor, its agents or employees shall be repaired so that the properties are in as good condition as found. All repairs shall be accomplished at no cost to the District and with the District's approval.

**CONTRACT ASSIGNMENT OR SUB-CONTRACT:** The resulting contract shall not be assigned, transferred, or subcontracted in whole or in part.

**INDEMNIFICATION BY CONTRACTOR:** The contractor shall indemnify and hold harmless the School District, its Board and its Members in their official capacities, its agents and employees from and against all claims, damages, losses and expenses including attorneys fees arising out of the service to be performed pursuant to this contract by contractor. Contractor shall not be obligated to indemnify, defend or hold harmless the School, its Board and its Board Members in their official capacity, its agents and employees, from and against claims, damages, losses and expenses arising from the acts or omissions of the School or its employees.

**INDEMNIFICATION BY SCHOOL:** To the extent permitted by law, the School District shall indemnify, defend and hold harmless the contractor, its agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of the obligations of the District under this contract.

The School District shall not be obligated to indemnify, defend or hold harmless the contractor, claims, damages, losses and expenses arising from the acts or omissions of the contractor or its employees.

**LICENSES:** The contractor shall obtain all required licenses and permits required by law for the operation of the custodial service contract. The contractor shall pay all required fees, taxes, and other charges applicable.

## **TERMINATION**

Failure by the contractor to maintain quality, service, and/or cleanliness standards as determined by District management will be documented and may result in cancellation of part or all of the custodial contract. The District may terminate the contract upon (60) sixty days written notification to the contractor if performance is not satisfactory as it relates to service requirements, deviation from specified product quality or cost agreements.

## **RESERVATION OF RIGHTS**

The district reserves the right to accept or reject any or all proposals not withdrawn before the opening date and to waive any irregularity or informality in the proposal process. The district reserves the right to conduct discussions, request additional information and accept revisions of proposals from any or all bidders. The district reserves the right to negotiate with the bidder whose proposal is deemed strongest by the selection committee. Bids may not be withdrawn within 60 days after opening date. The district reserves the right to make such investigations as deemed prudent to determine bidder's qualifications and eligibility.

## Exhibit 1 – Special Conditions

- A. Bidders must return a written schedule enclosed with their bid indicating the number of employees they will have at this facility each day and the number of hours each will be working. Such schedules will be considered as the minimum acceptable number of employees per day and minimum acceptable number of hours per employee upon award of a contract. Before a contract is awarded, contractors must submit written documentation acceptable to the district proving that sufficient reserve staff is available to meet minimum staffing requirements for this facility under all conditions without interruption (see Exhibit 3).
- B. The contractor must ensure that each employee carries a current identification card, with a picture no more than two years old, and that each employee wears a badge in plain view indicating the employee's name and company name in letters not less than ¼" in height.
- C. The day time custodian is to report potentially hazardous conditions and items in need of repair including office lighting, emergency and exit lights, plumbing, and water cooler problems, etc. Light duty maintenance will be the responsibility of the contractor's day time personnel. All parts to be supplied by the school district. All equipment to be supplied by the contractor.
- D. All lost and found articles recovered by contractual employees must be immediately turned in to the building office. No items are to leave the campus.
- E. The Building, Grounds and Operations Supervisor may require the contractor to immediately remove any contractual employees from the premises for just cause. Any and all such removals shall be made in the name of the Contractor and all responsibilities will be assumed by the Contractor.
- F. Contractual employees:
  - Must not have relatives or other personal visitors at the work site.
  - Must not consume food or beverages while on duty. Scheduled breaks and lunch periods in designated areas may be used for this purpose.
  - Must not consume alcoholic beverages nor use narcotics while on duty nor be under their influence when reporting for duty.
  - Must not smoke anywhere in the building or on the grounds as outlined by law.
  - Must not receive nor initiate personal phone calls from school telephones.
  - Must not play radios or other sound equipment at loud levels.
  - Must not fraternize with school staff, students, or visitors to the building nor unnecessarily disrupt tenants from their work while performing their contractual duties.
- G. The Contractor must provide the District with a list of all employees and supervisors to be used in each facility. The list must include each employee's name, address, Social Security number and date of birth. Alternate employees may not be used until such a list has been updated to include their names and data

and provided to the District. All employees must have undergone a criminal background check, and drug test. All personnel assigned to the District must be digitally fingerprinted at the contractor's expense.

- H. Parking is available on site.
- I. Contract employees will be required to wear clean and neat uniforms supplied by the contractor at all times while on the job.
- J. Contract Manager and a lead contact must wear two way communications (Nextel or equivalent) devices during normal working hours. Number of devices must be supplied to the District.
- K. Contractor must supply a trained supervisor to be in attendance during working hours.

## **General Information**

### **A. Supervision**

1. Competent on site management and supervision is to be furnished by the Contractor, and these services must be satisfactory to the District's Building, Grounds and Operations Supervisor.
2. Keys to the schools will be furnished by the district. Any such keys must not be duplicated. Contractor must specify how "key security" is maintained.

### **B. Billing**

1. Contractor is to submit billing by the 5<sup>th</sup> of each calendar month to the district's accounts payable department.

### **C. Inspection and Correction of Deficiencies**

1. Performance evaluations will be given to the Contractor indicating exceptions in performance to the required specifications.
2. Contractor must correct these deficiencies as follows:
  - a. Within 24 hours for any daily, weekly, or monthly activity.
  - b. Within 48 hours for any activity listed as quarterly or semiannual or annual.
3. Should the Contractor fail to correct its deficiency within the time stated the Maintenance and Operations Department will assign the work to the subcontractor of its choice at the expense of the Contractor.

## Exhibit 2 – Cleaning Tasks & Frequency

Classrooms, Offices, Media Centers	Daily	Weekly	Monthly	Upon Request	Winter	Spring	Summer
Empty and reline all wastebaskets with plastic liners (liners to be provided by school)	X						
Sweep / Dust Mop	X						
Spot Mop for Spills	X						
Spot Vacuum Carpet Visible Debris, Pick up all items too big for vacuum	X						
Check Soap / Paper Towel stock	X						
Clean Restrooms in Classrooms	X						
Clean and disinfect sinks & drinking fountains	X						
Clean Kindergarten and Special Ed rooms daily instead of using the weekly spec which is satisfactory for non Kindergarten and Special Ed rooms.	X						
Complete Vacuum carpet		X					
PreK-12th grade Clean desktops, work stations, phones, dry dust computer screens <i>will dust tops of them but not screens</i>	X						
Dust sills, book cases, counters, blinds		X					
Clean dry erase boards and trays	X						
Empty pencil sharpeners		X					
Wipe chairs for spills	As needed	X					
Complete mop tile		X					
Remove graffiti	As needed						
Clean carpet stains upon work order request				X			
Clean and Sanitize Carpet Complete					X	X	X
Scrub/Recoat Tile, 2 coats approved finish					X		X
Strip/Wax Tile 4 coats approved finish 33%, Scrub and 4 coat the other 66% - rotating through all areas every 3 years.							X
Wash Windows, interior		X					X
Wash walls, Dust blinds			X				X
Wash all furniture				X			X
Remove Gum from under desks					X		X
Wash light shields for spots & bugs- inside & out							X

<b>Kitchens, Cafeterias, Multi Purpose</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Upon Request</b>	<b>Winter</b>	<b>Spring</b>	<b>Summer</b>
Remove Trash, replace liners daily (liners to be provided by school)	X						
Sweep / Dust mop (first sweep to be done by kitchen staff after their shift ends for all food items to prevent rodents / ants)	X						
Completely Mop Floors with Degreaser.	X						
Complete clean of Kitchen restroom	X						
Check Soap / Paper Towel stock	X						
Wipe Tables / Chairs	X						
Straighten Tables / Chairs	X						
Clean carpet stains if work order filled out				X			X
Strip/Wax Tile, 2 coats Approved Finish 1/3rd of buildings, rotating through all areas every 3 years							X
Wash windows Interior							X

<b>Restrooms, Locker rooms</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Upon Request</b>	<b>Winter</b>	<b>Spring</b>	<b>Summer</b>
Restock toilet paper, paper towel, soap, etc. <i>(Products provided by district)</i>	X						
Remove Trach and reline <i>(Liners provided by District)</i>	X						
Clean and Sanitize sinks, counters	X						
Clean mirrors and dispensers	X						
Clean and Sanitize toilets and urinals	X						
Sweep and mop floors with disinfectant	X						
Clean slashes on walls / partitions	X						
Clean Graffiti on walls <i>(report to maintenance is graffiti remover is ineffective)</i>	X						
Power wash or Kaivac Shower Rooms		2x per week					
Power wash or Kaivac Restrooms			X	as needed		X	X
Wipe down locker exteriors	as needed				X	X	X
Wash walls, Scrub floors	as needed				X	X	X
Wash Interior Lockers							X

<b>Day Time Requirements</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Upon Request</b>	<b>Winter</b>	<b>Spring</b>	<b>Summer</b>
8.5 hours with half hour break off the clock for lunch per Elementary and Middle School Day Porter	X						

Clean Cafeteria, reline trash cans, wipe tables, sweep floors, spot mop	X						
Assist Maintenance Dept. with shoveling snow - main sidewalks & entrances for events only				X			
Restroom policing for stock & spills	X						
Entrance touch up for mat vacuuming and glass spotting	X						
On site for biohazard cleanups	X						
Radio's for Immediate Communication. Middle School has phone (no radio)	X						
Able to help with set ups / take downs	X						
Graffiti removal during the day	X						
Cafeteria Set Up support	X						
Breakfast program clean up	X						
Dust mop halls in the day (MS)	X						
Light Maintenance Requests	X	Change light bulbs, pencil sharpeners, unblock drains and toilets, adjust desk heights					
Air filter changing ISO and snow days, Winter/Summer Breaks, total 2 times per year					X	X	X
Outside playground debris pick up	X						
Mowing courtyards						X	X

<b>Summer Regular Cleaning</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Upon Request</b>	<b>Winter</b>	<b>Spring</b>	<b>Summer</b>
Summer School or Driver's Ed classrooms, high School weight rooms, Locker Rooms & Gymnasium. Restrooms closest to rooms/gyms/pool used regularly & for special events, halls, entrance to these areas.	X						
Clean after M-F School Events as scheduled, open & lock doors for facility user as requested all summer				X			
Administration Building Clean	X						
Principal's and Administrative Office of Each School during summer	as needed						
Dust mop halls, clean hall and office RR halls during month of August-all schools		as needed					
Remove trash from trash cans within 25' of building		as needed					
Change light bulbs to 10' that are out, all should be working or report ballast concern as of August 25. (Bulbs/ladders provided by client, old bulbs to be collected on one location for school disposal)							X

All summer work complete 2 weeks prior to school start, all areas of the school to be cleaned daily during the 2 weeks prior to school starting.								<b>X</b>
Construction Clean- Periodically Summer Projects will require some clean-up, custodians expected to perform regular cleaning duties								<b>X</b>

<b>Miscellaneous</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Upon Request</b>	<b>At All Times</b>	<b>Annual</b>	<b>Upon Hire</b>
Training & Motivational Programs required, outline programs					<b>X</b>		
E-mail Communication available for all schools with professional follow up					<b>X</b>		
Weekly High School Meetings from Custodial Manager with Athletic Department and Principal for Issues and Event Coordination		<b>X</b>					
Two Monthly Meetings with Principals all other sites for issues and event coordination	as needed		<b>X</b>				
Set up bleachers for games			<b>X</b>	<b>X</b>			
Change light bulbs to 10' that are out, all should be working or report ballast concern as of August 25. (Bulbs/ladders provided by client, old bulbs to be collected on one location for school disposal)				<b>X</b>			
Set Up & Clean Up after each school sponsored event - Community Events at Weekend billable rate as appropriate				<b>X</b>			
All Quality Assurance and client visit reports available to client for audit					<b>X</b>		
Biohazard Cleanup - Staff to be trained					<b>X</b>		
All Staff must have fingerprinting and clearance verified by school district prior to placing on site.							<b>X</b>
6 months clean Field House, locker rooms & showers/bathroom, team room and Concession Stand bathrooms only, currently a 2 hour assignment	<b>X</b> football, soccer						
5 months clean tennis complex fall/spring, bathrooms. Part of 2 hour assignment above	<b>X</b> b/g, tennis						
Clean CBO including bathrooms, garbage, vacuum - Clean carpet once a year	<b>X</b>						
Clean Robotics restroom		Tue/Th					
Clean Transportation including bathrooms, garbage, office, drinking fountain and break room		M/W/F					



## **Special Events Set Up / Tear Down and Clean Up**

### **As Scheduled:**

1. Throughout the year for sporting events
2. Throughout the year for rentals
3. Throughout the year for after school functions
4. Art/music room set ups
5. Daily breakfast set ups
6. Anytime the building is used for activities other than educational
7. Open facility one hour prior to each event & secure when all event attendees have left the facility
8. Must remain on site during events for liaison, security and cleaning functions
9. Not responsible during away games or events to clean up after a team or group arrives back at school

### **Day Staff**

1. Unlocking of school 1 hour before the start of school
2. Hall and food area dust mop and spot mop after breakfast and lunch
3. Touch up all restrooms after 10:00 am and after lunch
4. Other related activities required by the school district

### **Outdoor Maintenance**

#### **The District seeks to accomplish the following objectives for its outdoor maintenance:**

1. Develop and establish service levels and operating hours that are responsive to the needs of students, faculty, staff and guests.
2. Develop an innovative and effective outdoor maintenance program.
3. Develop reporting systems that meet the needs and expectations of the District.
4. Maximize productivity through strong management skills.
5. Instill flexibility into all aspects of outdoor maintenance operations to enhance responsiveness to demand.
6. Develop a long-term positive working partnership with the contractor and its employees.
7. Responsibilities include but are not limited to:  
Grounds pickup litter, including animal droppings, empty outdoor trash barrels.

### Exhibit 3 - Minimal Staffing Levels

	6a m	7am	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm	9pm	10pm	11pm			
Site Supervisor					Flexible - Supervisor needs to oversee all shifts																
Day Porter-Elem 1		7:00am - 3:30pm																			
Day Porter-Elem 2		7:00am - 3:30pm																			
Day Porter-High/Middle		6:30am - 3:00pm																			
Elementary										3:00pm - 11:30pm											
Elementary										3:00pm - 11:30pm											
Elementary										3:00pm - 11:30pm											
Elementary										3:00pm - 11:30pm											
High / Middle										3:00pm - 11:30pm											
High / Middle										3:00pm - 11:30pm											
High / Middle										3:00pm - 11:30pm											
High/Middle/Garage										3:00pm - 11:30pm											
High/Middle/Academy										3:00pm - 11:30pm											

**Each position listed equals 8 hours per day for 250 days a year**

**Ludington Area School District**  
**Tally Sheet**

<b><u>Proposal</u></b>	<b><u>Year 1</u></b>	<b><u>Year 2</u></b>	<b><u>Year 3</u></b>	<b><u>Opt. Year 4</u></b>	<b><u>Opt. Year 5</u></b>
Bid A	_____	_____	_____	_____	_____
Bid B	_____	_____	_____	_____	_____
Bid C	_____	_____	_____	_____	_____

**Extra Service:** (weekend schedule events, private rentals)

Standard Hourly Rate for Custodian \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Executive Official for Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Executive Official for Contractor

\_\_\_\_\_  
Date